

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SW 3600.14 CHG 1

SOUTHWEST REGION

3/8/02

**SUBJ:** Southwest Region Flight Standards Division Alternative Work Schedules For Non-Bargaining Unit Positions

---

**1. PURPOSE.** This change is issued to clarify use of credit hours.

**2. DISTRIBUTION.** This order is distributed to the Flight Standards Division (branch level) and to all Flight Standards field offices.

**3. EXPLANATION OF CHANGES.**

- a. Paragraph 6(b)(2). Clarifies when credit hours can be earned and used.
- b. Paragraph 6(e). Changes 5b to 6b.
- c. Paragraph 7(a). Adds maxiflex work schedule to list of schedules not to be worked by branch managers, office managers, and assistant division managers.

**4. DISPOSITION OF TRANSMITTAL.** After filing the attached pages, this transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Page 2	11/16/01	Page 2	3/8/02
Page 3	11/16/01	Page 3	3/8/02

Thomas E. Stuckey  
Manager, Flight Standards Division

\* (2) **Credit Hours** – Alternative system of scheduling work that permits employees, within certain management constraints, to work hours in excess of their scheduled daily or weekly tour of duty and receive credit hours which may be scheduled and used at a later date. In general, credit hours can be accumulated up to a maximum of 24 hours total for work performed within the flexible and core hours designated (Monday through Friday, 6:00 a.m. to 6:00 p.m.). For employees on maxiflex schedules, this would include all days, regardless whether hours of work are strictly within the flexible hours only, or a combination of flexible and core periods of time. Employees do not need to receive advance approval to earn credit hours. However, employees must receive advance approval to take credit hours. Credit hours may not be used to create or increase entitlement to overtime pay. When an employee is no longer covered by a flexible work schedule program, the employee must be paid for accumulated credit hours at his/her current rate of pay, not to exceed the maximum of 24 hours. Part-time employees are eligible for accrual of credit hours based on a maximum of one-quarter of their scheduled tour of duty (e.g., employee scheduled for 32 hours a week would be eligible to accrue a maximum of 16 credit hours during a two-week pay period). Credit hours may NOT be earned for travel since it does not comply with the definition of credit hours contained in 5 U.S.C. 6121(4). Credit hours may NOT be earned by employees working a compressed work schedule (i.e., 5-4/9). \*

(3) **Five-Four/Nine (5-4/9) Compressed Schedule** – Alternative system of scheduling work that permits employees to work a compressed work schedule to satisfy the 80 hours per pay period required in 9 days rather than 10 days (eight 9-hour days and one 8-hour day). The 8-hour day must be fixed and cannot be changed without prior approval.

(4) **Flexitour** – Alternative system of scheduling work that enables employees the flexibility to work established starting and ending times that differ from the official business hours, but allows the employee to complete 8 hours of work between the hours of 6:00 a.m. and 6:00 p.m. Once selected, the hours are fixed and cannot be changed without prior approval.

(5) **Maxiflex** – Alternative system of scheduling work that allows an employee to work an 80 hour pay period using a flexible schedule that may include core hours on fewer than 10 workdays. Under this system, employees may vary the number of hours worked on a given workday or the number of hours each week provided a minimum of 80 hours have been worked and no additional premium pay has been incurred (e.g., Sunday premium pay, night differential, etc.).

c. Participation in any AWS is voluntary and must be approved by management. Management retains the right to change employee work schedules and to discontinue participation in an alternative work schedule in order to avoid adverse impact on operations. Management may also alter or withdraw the option of an employee to participate in AWS due to employee abuse. Except in unusual or compelling circumstances, supervisors will provide employees at least a full pay period of advance notice when operational priorities require a change in or discontinuance of any employee's AWS.

d. Employees covered by FLSA will not work in excess of the scheduled tour of duty unless overtime (or compensatory time) has been authorized.

\* e. Only the AWS options listed in paragraph 6b of this order may be used. \*

f. Part-time employees whose appointments are less than 36 hours a week are exempt from the requirement to be present for duty during the core hours.

7. GENERAL PROCEDURES.

\* a. Branch managers, office managers, and assistant division managers will generally not work a 5-4/9 compressed or maxiflex work schedule, but may seek approval for a 5-4/9 work schedule in unique situations by submitting a written request to ASW-200. ASW-200 is the approving official for all AWS requests for branch, office, and assistant division managers. \*

b. AWS approval for all other employees covered by this order is delegated to the first-level supervisors.

c. All AWS requests must be submitted and approved in writing, including electronic media.

d. Approving officials will act on an employee's AWS request after carefully considering the impact on:

(1) Technical and administrative staffing needed during official business hours,

(2) Staffing required for necessary day-to-day coordination with other offices during official business hours,

(3) Effect upon other employees in the organization,

(4) Effect on productivity/organizational efficiency, costs, and services provided, or

(5) Availability of adequate supervision.

e. Once approved, the AWS becomes the employee's established tour of duty. It may be changed by the employee only by a subsequent written request submitted at least one full pay period prior to the change. Changes should be kept to a minimum and must be made only at the beginning of a pay period.

f. Supervisors will ensure employees' work schedules are properly documented and all hours accounted for on time and attendance reports.

g. Supervisors will schedule the weekdays when employees will be off from work in a manner that will ensure a balanced workforce.

h. All time worked within an established tour of duty under AWS, including time worked over 8 hours in a day or 40 hours in a week, is considered non-overtime work for both FLSA exempt and non-exempt employees.